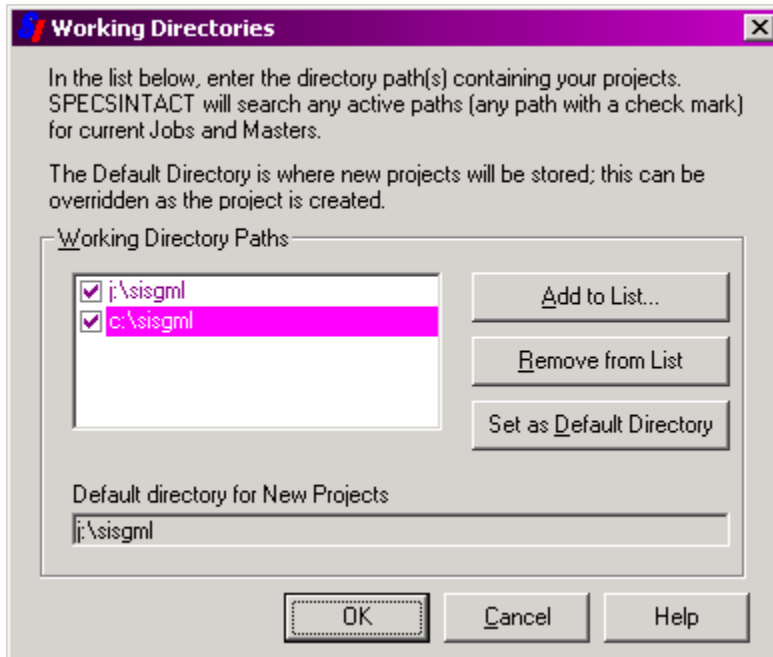


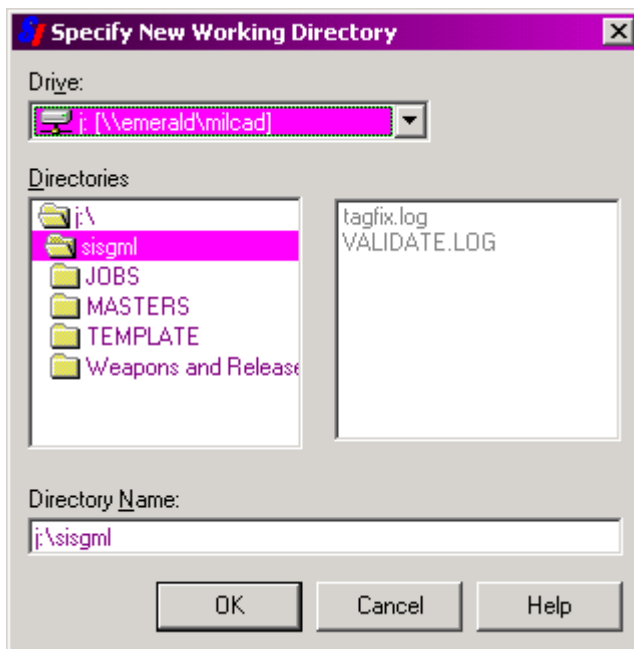
## Creating Working Directories

### Local Directory

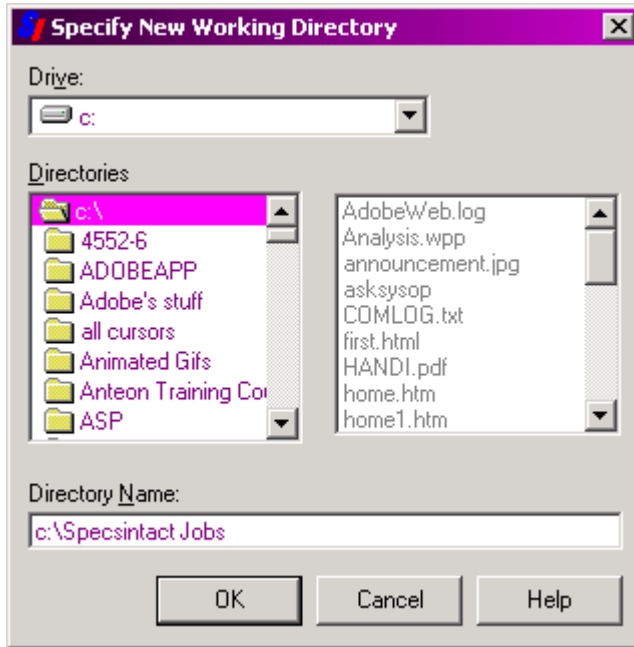
1. In your SI (Specsintact) Explorer, click Setup→Working Directories.
2. You will see the below dialog box. Click “Add to List”



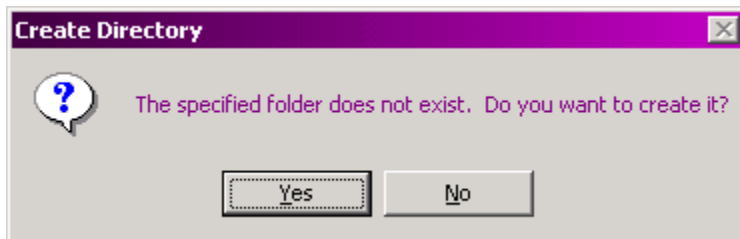
3. In the following dialog box select where you wish to create a working directory. It can be on your local hard drive or it can be in another place on the network.



4. You can call the folder whatever you want. It doesn't have to be SISGML.



5. You will get the following dialog box that tells you that the folder doesn't exist and would you like to create it. Click yes and it created.



You will go back to the Working directories dialog box and will see you newly created working directory. If it is not there, it is NOT created.

You are all finished!

### **Change Job location**

1. Right-Click on your job folder and select properties.
2. The Properties dialog box will open.

**Properties for Job: KARENAS**

General | Schedule | Specifiers | Comments

Job Name: KARENAS Date Created: 3/26/03 1:54 pm

Title: Hill AFB, Peacekeeper Storage Facilities

Contract: Location:

Specifier: Source:

Path: c:\sisgml Working Directories

Primary Master Name: Connect Masters

Submittal Register Format

☒ Unified Submittal Description

☒ UFGS ☐ Army ☐ NASA ☐ Navy

Cover Page

☐ SGML Cover Page ☐ RTE Cover Page Edit...

File Name: Copy...

Print... OK Cancel Help

3. Click the Path's drop down box and select the working directory path you want for your job.

**\*\*Note:** Specsintact it will look the same to you. If you wish to double-check you move, go into Windows Explorer and go to where you wanted to move your job. If your job is in that working directory it worked.

**\*\*Note:** If you moved your job(s) to your local hard drive you will not be able to see your job in Specsintact if you go to another person's PC.